

U.S. GOVERNMENT PRINTING OFFICE

Norwalk, CA

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

for the procurement of

Short-Run, Fast-Schedule, Duplicating/Copying

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of the Interior and Department of Energy

Single Award

The term of this contract is for the period

beginning June 1, 2003 and ending May 31, 2004

BID OPENING: Bids shall be publicly opened at 2 p.m., prevailing Los Angeles, CA time, on May 20, 2003

BID SUBMISSION: Submit bid in an envelope referencing the program number and bid opening date. Send to: U.S. Government Printing Office, Los Angeles Regional Printing Procurement Office, 12501 East Imperial Highway, Suite 110, Norwalk, CA 90650-3136.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 161-km (100-mile) radius of Las Vegas, NV.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

CONTRACT TERM: The term of this contract is for the period beginning June 1, 2003 and ending May 31, 2004, plus up to one optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed two years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

For information of a technical nature call Diane Abeyta, (562) 863-1708, ext. 11, email dabeyta@gpo.gov, or fax (562) 863-8701.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

All product tolerances will be evaluated to the specified inch/pound requirements. The corresponding metric measurements indicated are for informational purposes only. At a future date metric measurements will be used exclusively in all specifications.

The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

(a) Printing Attributes – Level V.

(b) Finishing Attributes -- Level V.

(c) Exceptions: Quality Level IV shall apply for Extraneous Marks.

Copies will not be acceptable if they contain background tone, strip-lines, or are not equal to the furnished copy.

EXTENSION OF CONTRACT TERM (AFTER THE CONTRACT TWO YEAR PERIOD): At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from June 1, 2003 through May 31, 2004 (with option) plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Printing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation.

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Printing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available by calling 202-512-0800 (or toll free 1-800-245-5476), by faxing requests to 202-512-1410, or it may be downloaded from the GPO Internet site at <http://www.gpo.gov/procurement/gpo3881.pdf> as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institute information. Contractor already registered for EFT with the GPO need not reply.

The need for GPO Form 1034, "**Public Voucher for Purchases**" has been eliminated. You may use your own company's invoice or while supplies last, at your option, you may continue to use GPO Form 1034. To expedite your payment, remember to include the following items on your invoice: **Jacket/Term Contract Number, Print Order Number, Discount Terms, Quantity shipped, and Total Cost**. Continue to submit evidence of shipment and/or delivery with your voucher/invoice.

PAYMENT PROCEDURE: The Government Printing Office (at its option and by written notice) may utilize the following procedure. Vouchers/invoices for the work will be sent to the ordering agency for examination and certification as to the correctness of the billing as applicable to the work performed. This certification by the ordering agency will suffice in lieu of submitting a completed sample with the contractor's voucher/invoice. After certification by the ordering agency, a copy of the approved voucher/invoice is to be submitted to the Los Angeles RPPO immediately via fax (562) 863-8701 to: **ATTN: Diane Abeyta or Betty Carroll, M/F Program 2948-S**. Failure by the contractor to mail the certified voucher/invoice to the Comptroller at the above address **AND** fax the certified voucher/invoice to the Los Angeles RPPO may result in the contractor not being paid in a timely fashion. After examination and certification by the ordering agency, all vouchers/invoices must be submitted to: **Comptroller, U.S. Government Printing Office, North Capitol and H Streets, NW, Washington, D.C. 20401**.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) is amended for the solicitation to the effect that the warranty period is **EXTENDED** from 120 days to one calendar year from the date the check is tendered as final payment. All other provisions remain the same.

DUPLICATING/COPYING DEFINITION: For the purpose of this contract, duplicating/copying shall be defined as duplicating equipment employing the lithographic process; and automatic copy-processing or copier-duplicating machines employing electrostatic, laser, thermal, or other copying processes.

*Copying method must be of good quality and must not contain background tone and must be equal to or better than a duplicating process such as direct-image duplicating.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract. Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1. The Government shall not be required to purchase from the contractor requirements in excess of the limit on total orders under this contract, if any. Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract. If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source. The Government may issue orders, which provide for shipment/delivery to or performance at multiple destinations. Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

REGULATIONS GOVERNING PROCUREMENT

GPO is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of short-run, fast-schedule, duplicating/copying of self-cover or separate-cover books and pamphlets and cut sheet forms (including color copying, color scanning, and oversize color output), binding, packing, labeling and marking, and distribution.

TITLE: Short-Run, Fast-Schedule, Duplicating/Copying.

FREQUENCY OF ORDERS: Approximately 1 order per month. The frequency with which orders will be placed cannot be predetermined.

QUANTITY: Approximately 1 to 2,000 copies per order, with an occasional order up to 7,000 copies.

NUMBER OF PAGES: Approximately 2 to 1,000 pages per order. Note: The aggregate amount of pages (printed or blank) placed in any one workday shall not exceed 75,000 pages. The aggregate amount of pages for an item is computed as follows: number pages in a product times the number of copies ordered. Once or twice a year, up to 50,000 pages may be placed.

TRIM SIZES: Text: From 127 x 76 mm (5 x 3") up to and including 432 x 279 mm (17 x 11").

- ◆ Maps/Drawings/Foldins: Up to and including 432 x 279 mm (17 x 11"). Approximately 7 percent of the orders will contain maps/fold-ins.
- ◆ Tab dividers: 229 x 279 mm (9 x 11"), including a 13 mm (1/2") tab on the 279-mm (11") dimension.
- ◆ Color scanning up to 36" wide and oversize color output up to 60 x 240".

GOVERNMENT TO FURNISH: Camera copy consisting of line copy and line art to be reproduced at various focuses. Approximately 95 percent of the copy will be reproduced same size. Print orders.

Occasionally, 203 x 267-mm (8 x 10-1/2") folded maps, loose-leaf sheets, tab dividers, and binders may be furnished.

Print ready digital files.

A supply of blue labels and selection certificates for shipping Departmental Quality copies.

Facsimile, Form 905 (R. 3/90) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber-stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH" herein, necessary to produce the product(s) in accordance with these specifications.

PROOFS: None required.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11," dated February 1999.

All text stock used in each copy must be of a uniform shade. All cover stock must have the grain parallel to the spine. The stock to be used will be indicated on each print order. Some orders may require white and colored stock mixed throughout.

Text and/or fold-ins:

- ◆ White Offset Book, grammage 75 g/m² (basis weight: 50 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A60 containing a minimum of 50 percent waste paper, or at contractor's option;
- ◆ White Writing, 75 g/m² (basis weight: 20 lbs. per 500 sheets, 17 x 22"), equal to JCP Code D10 containing a minimum of 50 percent waste paper, or White Plain Copier, Xerographic (Qualified Product), grammage 75 g/m² (basis weight: 20 lbs. Per 500 sheets, 17 x 22"), equal to JCP Code O-60.
- ◆ Colored Writing, grammage 75 g/m² (basis weight: 20 lbs. per 500 sheets, 17 x 22"), equal to JCP Code D10, or at contractors option:
- ◆ Colored Plain Copier, Xerographic (Qualified Product), grammage 75 g/m² (basis weight: 20 lbs. per 500 sheets, 17 x 22"), equal to JCP Code O-60.

Cover and tabs:

- ◆ White and Colored Index, grammage 200 g/m² (basis weight: 110 lbs. per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K10.

Map Pockets:

- ◆ Kraft (light brown shade), 105 g/m² or 120 g/m² (basis size 17 x 22", 28 lbs. or 32 lbs. per 500 sheets).
- ◆ Clear plastic sheet, approximately 0.18 mm (0.007" thick). Sheets to be inserted as top cover of front cover/title page of the text. Occasionally, some of the orders will require a clear plastic sheet for both the front and back of the text.

Color Scanning:

- ◆ Presentation bond, white 32 lb.
- ◆ Photographic paper, matte or gloss finish, approximately 7 mil.

DUPLICATING/COPYING: Duplicating/copy cover and text, as specified, face only or face and back in black ink.

- ◆ An occasional pages may require duplicated in multi-color inks, one side only. Color laser copying, one side only in sizes up to and including 432 x 279 mm (17 x 11").
- ◆ An occasional order may require fold-ins or similar material larger than page size, which may be duplicated/copied on one side only, or both sides. The majority of the fold-ins ordered will be duplicated/copied one side only.
- ◆ Orders will require oversized color output.
- ◆ Tabs will duplicate/copy on tab only on black ink, face only or face and back. Occasionally an order will require duplicating/copying on the body.
- ◆ Tabs and binding edge may be reinforced by the fused lamination method of a single thickness of clear plastic, polyester, polyethylene, terephthalate, or equal material securely bonded to the back side of the sheet, extending the full 279 (11") length and approximately 14 mm (9/16") wide, or, at contractor's option, spot reinforce two outside holes on one or two sides.
- ◆ Photo Scanning. Scanning photos into duplicating/copying machines for copying (Docutech or similar).
- ◆ Full reverses, bleed pages, or solid areas over 51 mm (two square inches) per page shall not be required.

No GPO imprint required.

MARGINS: Margins will be as indicated on the print order or furnished copy. Adequate gripper margins throughout.

BINDING: Bind as indicated on the print order. Some orders may require several unbound copies. Occasionally an order may be furnished that requires bindery operations only. Various binding styles will be ordered as follows:

- ◆ Trim four sides.
- ◆ Wrap (Kraft paper or shrink film) in units of individual publications or quantities as specified.
- ◆ Trim four sides and pad. Pad in units of 100 leaves on the 216 mm (8-1/2") top or 279 mm (11") side, as specified, with 0.5 mm (0.02") thick chipboard, newsboard, or equal for back. Gum and crash or any suitable compound may be used.
- ◆ Folding sheets up to and including 432 x 279 mm (17 x 11") with up to four parallel folds for mailing (including mailing tabs).
- ◆ Side-wire stitch two or three places and trim four sides.
- ◆ Saddle-wire stitch in two places and trim three sides.
- ◆ Wire stitch in upper left corner and trim four sides.
- ◆ Punch suitable for plastic comb, acco, and velo binding.
- ◆ Fast-back tape binding.

- ◆ Orders may require drilling. When specified, drill three 6 mm (1/4") diameter holes centered on the left 279 mm (11") side, 108 mm (4-1/4") center to center. Center of holes to be 10 mm (3/8") from left edge of product.
- ◆ Score without ink as indicated on the print order.
- ◆ Furnished maps folded to 203 x 247 mm (8 x 10-1/2") or 216 x 279 mm (8-1/2 x 11") looseleaf sheets to be gathered into the back of stitched pamphlets, and two-piece cover sets.
- ◆ Collate white and colored text pages, and/or pages duplicated in multi-color inks into text.
- ◆ Fold with accordian folds, title out.
- ◆ Fold-ins will require parallel folds only. Fold-ins must be drilled or punched like text pages and inserted in proper location and sequence indicated as special instructions or on the collation and data record sheet accompanying the order.
- ◆ Lipping: 13 mm (1/2") lip on, 279 mm (11") edge, various cuts and positions. Drill. Insert tab dividers throughout text.
- ◆ Maps: Fold to approximately 203 x 247 mm (8 x 10-1/2") or 216 x 279 mm (8-1/2 x 11") title out, follow print order.
- ◆ Map pockets: Contractor to create a suitable pocket for insertion of maps (printed or furnished). Kraft pocket approximately 216 x 279 mm (8-1/2 x 11"), must be suitable to hold the maps contained in the publication. Pockets may require drilling and binding into the publication.

PACKING: One sample copy of the product packaged in each bundle or container must be attached, face up to the outside of the bundle or container, to identify the contents therein. At the contractor's option, when multi-page products are packaged, a sample copy of the first page of the product may be attached to identify the contents. When multiple bundles or containers are required to package the same product, they must be identified (i.e., 1 of 3, 2 of 3, etc.) All expenses incidental to furnishing the same copies, used to identify bundles and containers, must be borne by the contractor.

Requirements for containers having a bursting strength of 275 pounds p.s.i. as described in GPO Pub. 310.1 is waived. Containers must however, have adequate strength to insure safe delivery and storage.

The same product should not be packed with both shipping bundles and containers. However, if a product must be packed with both shipping bundles and containers, all packages for the product must be marked with the appropriate print order number.

LABELING AND MARKING (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks, and attach to one end of each shipping container.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

The Quality Assurance Random Copies are to be shipped f.o.b. destination to U.S. GPO, LARPPPO, 12501 East Imperial Highway, Suite 110, and Norwalk, CA 90650-3136 and shipped at the same time as the first scheduled distribution.

A U.S. Postal Service-approved Certificate of Mailing, identified by Program, Jacket, and Print Order numbers, must be furnished with billing for reimbursement of certificate fee.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>	
<u>Quantity</u> <u>Ordered</u>	<u>Number of</u> <u>Sublots</u>
500 - 3,200	50
3,201 - 10,000	80

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address listed under "DISTRIBUTION" herein. A copy of the print order and a signed Government-furnished certificate of selection must be included.

DISTRIBUTION: Deliver f.o.b. destination to: Department of the Interior, Bureau of Reclamation, Attention: Code 854, 400 Railroad Avenue, Boulder City, NV 89005, or Bechtel Nevada, Attn: Mark Shaw, P.O. Box 98521, M/S NLV054, Las Vegas, NV 89193.

Upon completion of each order, all furnished material must be returned to the above Boulder City, NV or Las Vegas, NV, address. All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

RECEIPT FOR DELIVERY: Contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program, and print order numbers; total quantity delivered; number of cartons; quantity per carton; date delivery made; and signature of the Government agent accepting delivery. The original copy of this receipt must accompany the contractor's voucher for payment.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and delivered to the Boulder City, NV or Las Vegas, NV, address listed under "DISTRIBUTION" herein between the hours 7:30 a.m. and 3 p.m.

No definite schedule for pickup of material can be specified. No more than two pickups per day.

The following schedules begin the same workday as notification of the availability of each individual print order and furnished material. When notification of availability is given after 1:30 p.m., the time of notification shall be 9 a.m. the following workday.

This schedule shall apply to all orders. This schedule shall apply to each individual order placed. When more than one order is placed, this schedule shall apply to each order separately.

Approximately 1 percent of the orders: Each individual order for up to an aggregate of 10,000 pages (printed or blank) must be completed and delivered in less than 8 hours but not less than 4 hours.

Approximately 1 percent of the orders: Each individual order for up to an aggregate of 37,500 pages (printed or blank) must be completed and delivered within 24 hours (one workday).

Approximately 98 percent of the orders: Each individual order for up to an aggregate of 50,000 pages (printed or blank) must be completed and delivered within three to ten workdays.

The contractor will be allowed one additional workday for each additional aggregate of 37,500 pages (printed or blank) on an individual order. Note: The aggregate amount of pages for the number of orders placed in any one workday shall not exceed 75,000 pages.

RETURN OF GOVERNMENT FURNISHED MATERIAL: The contractor must return all material furnished by the Government. These materials must be packaged and returned separate from the entire order via Registered Mail or any other traceable means. The contractor must be able to produce a separate signed receipt for these materials at any time during the contract. The deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce for one year under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

The following item designations correspond to those listed in the "Schedule of Prices:"

- | | | | | | | |
|-----|---------|---------|---------|------|-----|-----|
| I. | 1 | (a) | 300 | III. | (a) | 160 |
| | | (b) | 2,000 | | (b) | 5 |
| | | (c) | 207,360 | | (c) | 2 |
| | | (d) | 26,000 | | (d) | 7 |
| | | (e) | 2,600 | | (e) | 2 |
| | 2. | 32 | | | (f) | 2 |
| | 3. | 58 | | | (g) | 2 |
| | 4. | (a) (1) | 10 | | (h) | 2 |
| | | (2) | 60 | | (i) | 2 |
| | | (3) | 510 | | (j) | 160 |
| | | (4) | 3,000 | | (k) | 20 |
| | | (5) | 2,000 | | (l) | 4 |
| | 5. | (a) | 576 | | (m) | 3 |
| | | (b) | 21 | | (n) | 2 |
| | | | | | (o) | 5 |
| II. | (a) (1) | 1,040 | | | (p) | 2 |
| | (2) | 12 | | | (q) | 4 |
| | (b) (1) | 24 | | | (r) | 4 |
| | (2) | 4 | | | (s) | 4 |
| | (c) (1) | 82 | | | (t) | 4 |
| | (2) | 4 | | | (u) | 4 |
| | (d) (1) | 4 | | | | |
| | (2) | XXX | | | | |
| | (e) (1) | 4 | | | | |
| | (2) | XXX | | | | |
| | (f) (1) | 10 | | | | |
| | (2) | XXX | | | | |
| | (g) (1) | 4 | | | | |
| | (2) | 4 | | | | |
| | (h) (1) | 10 | | | | |
| | (2) | 4 | | | | |

The term of this contract is for one year and one option year.
Note: Assumed production area within a 100 mile radius of
Las Vegas, NV

SECTION 4.- SCHEDULE OF PRICES

SUBMISSION OF OFFERS AND EVALUATION: The offer shall be based upon supplying paper that meets or exceeds the minimum percentage of waste paper for White offset (JCP A60) or White writing (JCP D10) or the minimum percentage of postconsumer recovered materials for natural shade newsprint (JCP A10) as required by this solicitation. By submission of an offer, offerors are certifying that the paper to be supplied contains at least the minimum percentage specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item within the category that a bidder is bidding on may be declared nonresponsive.

Bidder must make an entry in each of the spaces provided. Bids submitted with blank spaces, or with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

The contracting officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the "DETERMINATION OF AWARD" herein) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate.

Facsimile bids are not permitted.

Minimum charge if \$15.00 is allowed per print order.

BIDDERS THAT ACCESS THE SPECIFICATIONS FOR THIS SOLICITATION VIA THE INTERNET FROM THE GPO WEBSITE MUST ACCESS THE GPO FORM 910 "BID" FROM THE PDF FILE AND SUBMIT IT ALONG WITH THE "SCHEDULE OF PRICES" AS REQUESTED BY THESE SPECIFICATIONS.

(Initials)

(Return in Triplicate)

SCHEDULE OF PRICES

I. DUPLICATING AND BINDING: The prices offered must be all-inclusive for duplicating/copying and collating (as required), in accordance with these specifications: and shall include the cost of all required materials and operations, as applicable to the binding styles ordered, as defined in Section 2. - Specifications. The cost of all required paper must be charged under item II.

Text and Cover Pages: Each text leaf contains two pages, and each complete cover contains four pages. Unless specifically ordered otherwise, no more than three blank pages shall be permitted at the end of the text.

Divider Pages: Prices offered for item I.3 must be all-inclusive for the production of tabbed dividers printing one or two sides in a single ink color and must include the cost of drilling, die-cutting, and inserting throughout text, as ordered, in accordance with these specifications.

Prices offered for item I.4 (a) must be all-inclusive for duplicating/copying fold-ins/maps on one side only, and must include the cost of makeready and running, cutting, folding, tipping-in or inserting throughout text, and gathering in sets at the end of the text, and inserting into contractor provided map pockets, as indicated.

Up to and including 216 x 279 mm (8-1/2 x 11")

1. Duplicating/Copying on a sheet up to and including 216 x 279 mm (8-1/2 x 11") in a single ink color:

- (a) Up to 5 copies.....per printed side.....\$_____
- (b) From 6 copies up to and including 50 copies.....per printed side.....\$_____
- (c) From 51 copies up to and including 300 copies.....per printed side.....\$_____
- (d) Over 300 copies.....per printed side.....\$_____
- (e) Duplicating/Copying in multi-colors including collating/inserting
throughout text.....per printed side.....\$_____

**Running Per
100 Copies**

- 2. Saddle stitched: Duplicating/Copying on a sheet up to and including 432 x 279 mm
(17 x 11") sheet folding to 216 x 279 mm (8-1/2 x 11") in a single ink color, including
binding per page 216 x 279 mm (8-1/2 x 11"), printed or blank.....per page.....\$_____
- 3. Tabbed Dividers.....each divider.....\$_____

(Initials)

(Return in Triplicate)

SCHEDULE OF PRICES

Over 216 x 279 mm (8-1/2 x 11") up to and including 432 x 279 mm (17 x 11")

4. Fold-ins, maps, drawings and forms:
- (a) Copying/Duplicating on a sheet over 216 x 279 mm (8-1/2 x 11") up to and including 432 x 279 mm (17 x 11"), in a single ink color, including binding (folding and inserting throughout text and/or gathering in sets at the end of text:
- (1) Up to 5 copies.....per printed side.....\$ _____
- (2) From 6 copies up to and including 50 copies.....per printed side.....\$ _____
- (3) From 51 copies up to and including 300 copies.....per printed side.....\$ _____
- (4) Over 300 copies.....per printed side.....\$ _____
- (5) Duplicating/Copying in multi-colors on one side only, including binding (tipping-in or inserting throughout text or gathering in sets at end of text or inserting into map pockets). Over 216 x 279 mm (8-1/2 x 11") up to and including 432 x 279 mm (17 x 11").....per printed side.....\$ _____
5. Color Scanning:
- (a) Oversized color output up to 60 x 240", with a 2-foot minimum, on Presentation bond.....per square foot.....\$ _____
- (b) Oversized color output up to 60 x 240", with a 2-foot minimum, on photographic matte or gloss.....per square foot.....\$ _____

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices quoted. Covers, two page-size leaves will be allowed for each complete cover

	Per 100 Leaves up to and including <u>8-1/2 x 11"</u>	Per 100 leaves over 8-1/2 x 11" up to and including <u>17 x 11"</u>
(a) White Offset Book, 74 g/m ² (50-lb.) or White Writing, 75 g/m ² (20-lb.).....	\$ _____	\$ _____
(b) White Offset Book, 105 g/m ² (70-lb.).....	\$ _____	\$ _____
(c) Colored Writing, 75 g/m ² (20-lb.).....	\$ _____	\$ _____
(d) White Vellum-Finish Cover, 135/175 g/m ² (50/65-lb.).....	\$ _____	\$ <u>XXXXXXXXXX</u>
(e) Colored Vellum-Finish Cover, 135/175 g/m ² (50/65-lb.).....	\$ _____	\$ <u>XXXXXXXXXX</u>
(f) White Index, 199 g/m ² (110-lb.).....	\$ _____	\$ <u>XXXXXXXXXX</u>
(g) Colored Index, 199 g/m ² (110-lb.).....	\$ _____	\$ _____
(h) Clear Plastic Acetate (0.007" thick).....	\$ _____	\$ _____

(Return in Triplicate)

(Initials)

SCHEDULE OF PRICES

III. ADDITIONAL OPERATIONS: The bids for each of the following operations must include the cost of all required materials and operations.

- (a) Wrapping or Shrink-film packaging.....each package.....\$ _____
- (b) Stitching with wire stitches (1or 2 stitches).....per 100 copies.....\$ _____
- (c) Scoring.....per 100 leaves.....\$ _____
- (d) Binding with plastic combs of suitable capacity, including
punching and combs furnished by the contractor.....per 100 books.....\$ _____
- (e) Binding with Acco-type fasteners (including cost of fasteners
furnished by the contractor).....per 100 books.....\$ _____
- (f) Binding with velo binding (including the cost of velo
strip furnished by the contractor).....per 100 books.....\$ _____
- (g) Fast-back tape binding.....per 100 books.....\$ _____
- (h) Inserting fold-ins into (map pockets) contractor-furnished kraft envelopes
following text, either glued to back of cover or loose.....per 100 envelopes.....\$ _____
- (i) Inserting separator/slip sheets.....per 100 leaves.....\$ _____
- (j) Drilling (each run).....per 100 leaves.....\$ _____

Four holes will be the maximum for any one run. When drilling pamphlets or books with separate covers, each thickness of cover stock will be counted as three leaves; each ply of a fold-in/map will be counted as a single leaf.

- (k) Gathering/collating Government-furnished material and
unprinted divider pages into a book or pamphlet.....per 100 leaves.....\$ _____
- (l) Padding (assembling single leaf products into pads), with
backboards (including price for backboards).....per 100 pads.....\$ _____
- (m) Photo scanning: Scanning photos into duplicating/copying
machines for copying (Docutech or similar).....per photo.....\$ _____
- (n) Folding sheets up to and including 432 x 279 mm (17 x 11")
with up to four parallel folds for mailing (including mailing tabs)...per 100 leaves.....\$ _____
- (o) Timework.....per hour.....\$ _____

Operations which cannot be properly classified under any other item, shall be charged as "Timework." Generally, timework charges shall not be applicable and are intended only for artwork, special setups, or graphic support. Each item and the time required must be indicated separately and fully described on or with the contractors' voucher. The GPO reserves the right to determine the acceptable amount of time to be allowed for such charges. Before proceeding with any timework, the contractor must obtain written approval from the ordering agency of an "not to exceed" estimate for timework.

- (p) Binding with plastic coils of suitable capacity including punching,
and coils furnished by the contractor.....per 100 books.....\$ _____
- (q) Mounting Foam Core, 3/16".....per square foot.....\$ _____
- (r) Mounting Gator Foam, 3/16".....per square foot.....\$ _____
- (s) Mounting Sintra, 1/8".....per square foot.....\$ _____
- (t) Over laminating, 5 mil.....per square foot.....\$ _____
- (u) Encapsulation, 5 mil.....per square foot.....\$ _____

(Initials)

(Return in Triplicate)

My production facilities are located within the assumed area of production..... Yes _____ No _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of government furnished material _____
 - a. Number of hours from acceptance of print order to pickup of government furnished material... _____
 - b. Number of hours from pickup of government furnished material to delivery at contractor's plant... _____
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product... _____
 - b. Number of hours from pickup of completed product to delivery at destination... _____

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4. - Schedule of Prices," initial or sign each in the space provided and submit with the original and duplicate copies (parts 1 and 2) of GPO Form 910, "Bid." Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with the original and duplicate copies (parts 1 and 2) of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

(City - State)

By _____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

(E-mail address of the individual to contacted)

(Return in Triplicate)